
JOB DESCRIPTION

**BOARD OF
EDUCATION
FAIRFIELD, NJ**

**NON-CERTIFICATED
Executive Secretary to the Superintendent**

TITLE EXECUTIVE SECRETARY TO THE SUPERINTENDENT

QUALIFICATIONS

1. High School diploma; secretarial training.
2. Minimum experience in general or school office work as determined by the Board.
3. Knowledge of automated office equipment and excellent word processing and secretarial skills.
4. Strong analytical, communication and human relations skills.
5. Able to maintain confidentiality as required and appropriate.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO Superintendent

JOB GOAL To serve as the Superintendent's Confidential Secretary and ensure the smooth and efficient operation of the Superintendent's office while holding communication skills and highly proficient technical skills. Maintain data bases and electronic files as well as disseminate communications via email and written correspondence.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.
2. Performs all secretarial and confidential work as assigned by the Superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the Superintendent's office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the Superintendent's Office.
5. Compiles data from a wide variety of diversified sources (e.g., staff members, board members, government agencies) for the purpose of preparing reports, making recommendations; and/or preparing information for the Superintendent.
6. District Coordinator for NJSmart. Submits and maintains full files for SID and SMID Management/Submissions. Adds new students and staff to the system to obtain their SID and SMID identification numbers, on an on-going basis throughout the year. New SIDS and SMIDS are updated in the Student Data System and the Accounting Data System. Interfaces with other districts to resolve conflict claiming/owning issues. Download Accounting Data System files from the Student Data System and Accounting Data System in order to upload to NJSmart. Corrects errors and other problems with the file and assures a clean upload to NJSmart by the required deadline. Keeps current on NJSmart changes through emails, NJSmart newsletters, current manuals. Proactively attends webinars and maintains current NJSmart handbooks and submission guidelines.

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7. Maintains a wide variety of complex manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with administrative guidelines and legal requirements (e.g., CDS, NJ Homeroom, HIB, QSAC, DOL report [(Dept. of Labor Workforce Dvlp.)], EEO5 report [Equal Employment Opportunity Commission] etc.)
8. Maintains Personnel Files. Keeps medical records in a separate, locked location. Enters all new employees into the Personnel Data System. Assures all documentation including licensure, criminal history/fingerprinting checks, applications, required district forms, tax papers, etc. are received. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence (i.e. FLA, FMLA).
9. Assures all novice teachers being hired have been entered into the NJEdCert database through the DOE website. Keep track of payment of fee to the B.A., enter evaluations, inform new teacher when to apply for standard, etc.
10. Maintains current job descriptions. Confirms job descriptions are updated on the website.
11. Manages all district employment openings. Places ad and assures openings are on the district website. Arranges for Superintendent to interview candidates.
12. Assists professional staff with certification, applications, district forms, fingerprinting process, and background checks.
13. Handles all new registrations, residency documents, etc. before student is eligible to attend.
14. Completes contracts for all employees (Certificated June 1 letters, New hires, Aides, Secretaries, Custodians, 12-month employees, etc.).
15. Prepares employee separation notes and related documentation in compliance with N.J.S.A., 18A and 6A.
16. Prepares all opening day packets for staff and parents. Assures all handbooks and manuals are updated and approved annually.
17. Works in conjunction with the Executive Secretary to the Business Administrator to complete the monthly Board Agenda.
18. Places and receives telephone calls and records messages for the Superintendent. Maintains a schedule of appointments for the Superintendent.
19. Acts as a liaison between the Superintendent and administrative staff in screening and routing inquiries and requests.
20. Assists the Superintendent in compiling data and preparing reports required by law, administrative code and board policy (i.e. CRDC, compensated absences, travel reports-Policy #3240).
21. Manages tuition reimbursement for teaching staff. Creates and processes approval forms, bursar's receipts, and transcripts. Assists teachers with paperwork. Advises Business Administrator as to tuition reimbursement, per teacher.
22. Tracks salary deductions and informs payroll, as necessary.
23. Assists with the preparation of and maintains district calendar.

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24. Maintains records of all non-tenured and tenured teacher reviews ensuring compliance with N.J.A.C. 6A: 10-2
25. Manages the district evaluation process, including the maintenance of personnel records.
26. Maintains relevant documents for NJQSAC.
27. Coordinates all records, applicable during a pandemic recovery.

ATTENDANCE/ABSENCE MANAGEMENT SYSTEM

1. Master User of the Absence Management System.
2. Maintains Staff absences, ensures annual rollover.
3. Completes monthly attendance reports and creates reports as requested by principals, directors, (i.e. staff absence pattern).

SUBSTITUTE HIRING/RECORDS

1. Oversees the hiring process of substitutes; receives applications, verifies credentials, communicates with substitutes. Uses the new NJEdCert program to verify certification.
2. Maintains substitute records assuring all required documentation is on file before putting it on the agenda for approval. Enters new substitutes into the district's data systems.
3. Works directly with the Absence Management System to verify that all substitute assignments are filled and communicates with the schools regarding status. Records any necessary absences in the personnel management system.
4. Prepares daily and long-term substitutes.
5. Keeps a master list of current substitutes, with certificate expiration dates and credentials specific to teaching throughout the year.
6. Maintains and processes substitute attendance reports.
7. Maintains personnel files for substitute teachers, aides, secretaries.
8. Ensures that substitutes are certified/qualified by the State and approves additional substitute teachers as needed.
9. Makes recommendations to the Superintendent as to the overall improvement of substitutes teacher and employee functions.
10. Ensures that all substitute staff members have completed all yearly mandatory training and pre-employment responsibilities. (Safety Training, GCN, etc.)

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WORK TRAITS

1. Maintains confidentiality, as required and appropriate,.
2. Follows all guidelines as stated in the contractual agreements with the Fairfield Board of Education
3. Demonstrates an openness to discuss suggestions.
4. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
5. Makes efficient use of time and resources available.
6. Provides well-organized accurate work.
7. Demonstrates ability to prioritize tasks and to change priorities, as appropriate to meet the needs of the job.

PROFESSIONAL DEVELOPMENT

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

SCHOOL/COMMUNITY RELATIONS

1. Communicates effectively with vendors and school personnel, as needed to expedite orders.
2. Demonstrates a willingness to assist and work cooperatively with colleagues.
3. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

OTHER ASSIGNED DUTIES

Performs such other tasks and assumes such other responsibilities as the Superintendent or designee may assign.

TERMS OF EMPLOYMENT Salary, work year and other conditions of employment to be determined by the Board of Education

ANNUAL EVALUATION Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986

Revised as #1411 on 12/17/91

Re-adopted as NJSB #2131.3

Revised: 10/21/08

Re-adopted January 10, 2013

Revised: 9/20/22 Revised August 2023